

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Staff Services Analyst/ Associate Governmental Program Analyst
Position #:	051-643-5157-XXX 051-643-5393-XXX
Salary Range:	\$2817 - \$4446 \$4400 - \$5348
Issue Date:	January 23, 2009
Contact:	Laura Nicholls (916) 323-1598
Location:	Division of Audits 3301 C Street, Suite 700 Sacramento, CA 95816
Final Filing Date:	Statewide Until Filled

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
300 Capitol Mall, Suite 418
Sacramento, CA 95814

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

Under the general direction of the Senior Management Auditor, and utilizing knowledge of the State Controller's Office electronic claims process, the incumbent will perform the less complicated work concerning the electronic claim payment process.

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Process electronic claim payment files, analyze exception reports, identify and research areas of potential audit exceptions. Provide analysis of exceptions to the appropriate auditor-in-charge for more extensive claims review and validation of exceptions. Follow up with additional research.
- Maintain and keep apprised of changes needed to the various manuals used by State Agency Audit Bureau. Revise, update, edit, maintain and distribute these manuals as needed.
- Review and analyze proposed legislation and advise management on the potential impact to the State Agency Audit Bureau.
- Perform special projects or ad hoc requests of management. Present results in a concise, logical format.

Desirable Qualifications

Excellent organizational skills with an attention to detail; strong communication and analytical skills; ability to adjust to changing work assignments and priorities; experience working with Microsoft Office Suite (Word, Excel, Visio and Access)